

User Guide

CALIFORNIA PUBLIC UTILITIES COMMISSION BROADBAND GRANT PORTAL

June 2023

This guide assists users with how to navigate and submit an application through the CPUC Broadband Grant Portal.



**California Public
Utilities Commission**

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Broadband Grant Portal - User Guide

INTRODUCTION

The California Public Utilities Commission (CPUC) Broadband Grant Portal (Portal) is a web-based system designed to allow users to submit applications and manage awards for broadband grants. It is a comprehensive system that covers all aspects of the grant cycle, from user registration and application submission to review cycles, award notifications, reporting, and closeout. The Portal also provides for the application objection process.

The Broadband Grant Portal will first launch with the Federal Funding Account and eventually expand to include other CPUC broadband grant programs. The Portal's commonality and accessibility will streamline the process for all programs it serves, allowing for faster and more efficient analyses of grant applications.

This guide covers the user registration and application submission process for the Last Mile Federal Funding Account applications.

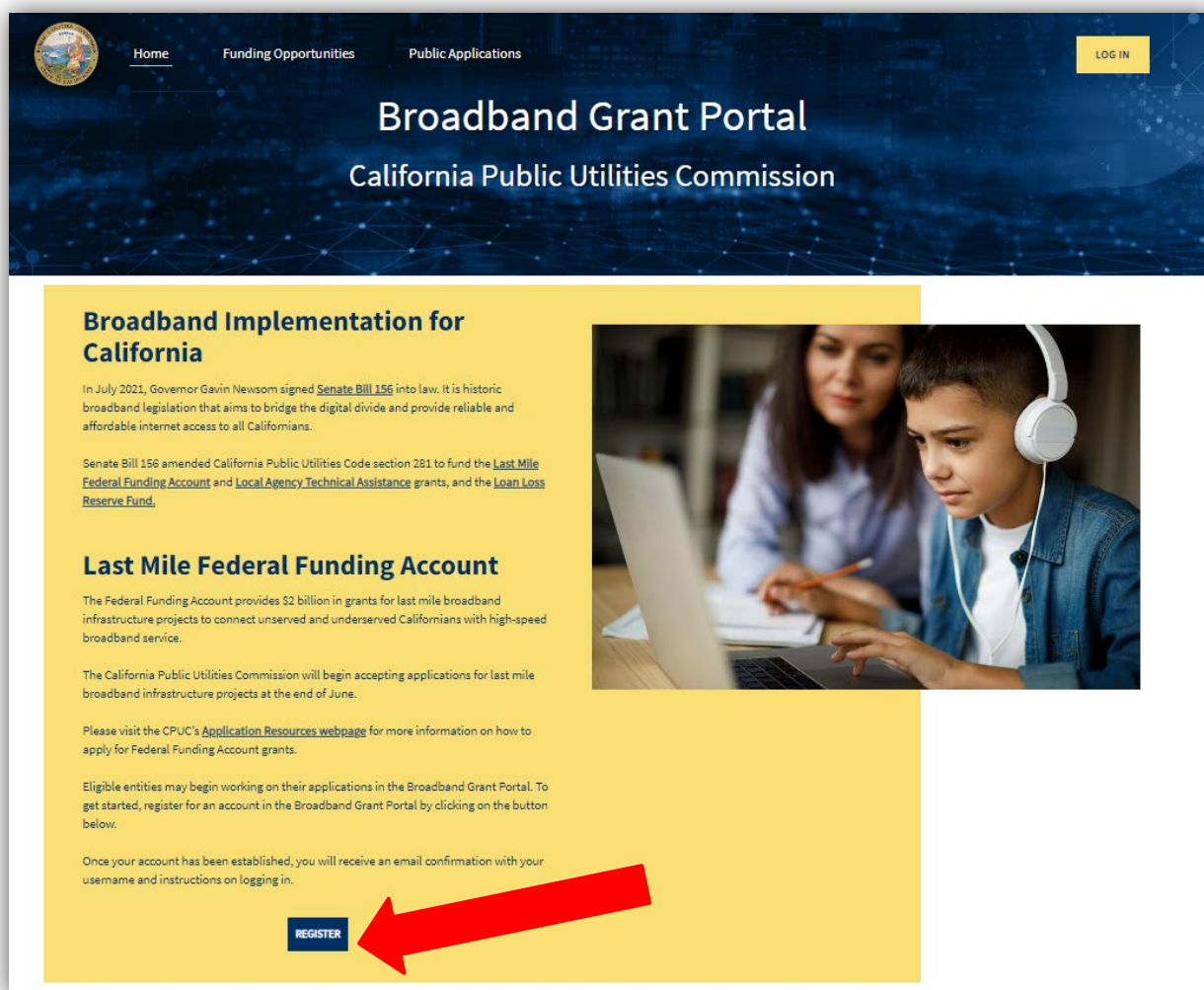
REGISTRATION

The first step in applying for a grant is to register for an account.

Each organization need only create/register for a single account within the Portal. The account can then be accessed by anyone in the organization with the username and password for that account. Multiple applications can be submitted using a single account.

To start the registration process, go to the [CPUC Broadband Grant Portal](https://broadbandportal.cpuc.ca.gov) homepage at broadbandportal.cpuc.ca.gov.

Scroll down to the bottom of the homepage and click on the “REGISTER” button.



Enter Applicant's Information

Entities can register as either an Objector or an Applicant.

- If the purpose of the account is solely to submit an objection to an application submitted by another organization, choose the Objector option when registering. The Objector registration process is shorter than the Applicant registration process. Objectors have limited access within the Portal. An organization registered as only an Objector will not be able to submit any applications but will have the ability to update their account to an Applicant account at any time.
- If the purpose of the account is to be able to apply for grant funding, choose the Applicant option. The registration process is slightly longer for an Applicant than it is for an Objector, but Applicants will have the ability to create and submit applications, submit other documents and reports, and track the application throughout the grant cycle.

This page will display with the “Applicant” radio button selected as the default.

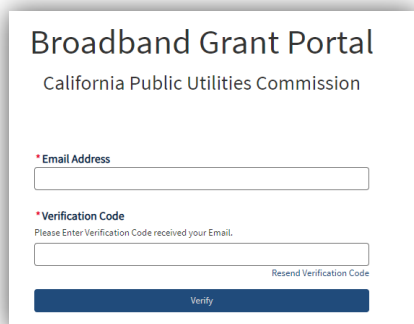
Enter all of the required information.

- All the fields denoted by the red asterisk (*) are required.
- The email address entered on this page will be used for all future correspondence. To ensure all system notifications are received, please add noreply@salesforce.com to the applicant's email contacts.

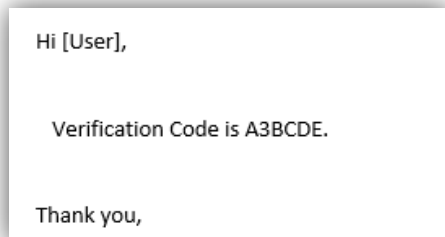
Once all of the required information is entered, click the “Next” button at the bottom of the page.

Registration Verification

After filling in all the required information and clicking “Next,” applicants will be taken to the verification screen and an email with a verification code to confirm the account will be sent to the email address provided. If the verification code is not received, click the link to “Resend Verification Code” to have another code sent.



The screenshot shows the 'Broadband Grant Portal' interface for the California Public Utilities Commission. It features two input fields: one for 'Email Address' and another for 'Verification Code'. Below the verification code field is a link that says 'Resend Verification Code'. At the bottom of the form is a blue button labeled 'Verify'.



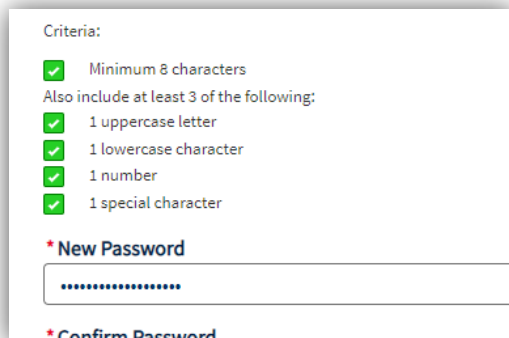
The screenshot shows an email message with the following text: 'Hi [User],', followed by 'Verification Code is A3BCDE.', and ending with 'Thank you,'.

Once the verification code is received, enter the email address used in the registration process and the verification code and click “Verify.” The verification codes are not case sensitive.

The system will open the password page. Passwords must:

- Be a minimum of eight characters
- Include one uppercase letter
- Include one lowercase letter
- Include one number
- Include one special character

The checkbox next to each criterion will be shaded green and a checkmark will appear in the box as the criteria are met when entering the password.



Criteria:

- ☒ Minimum 8 characters

Also include at least 3 of the following:

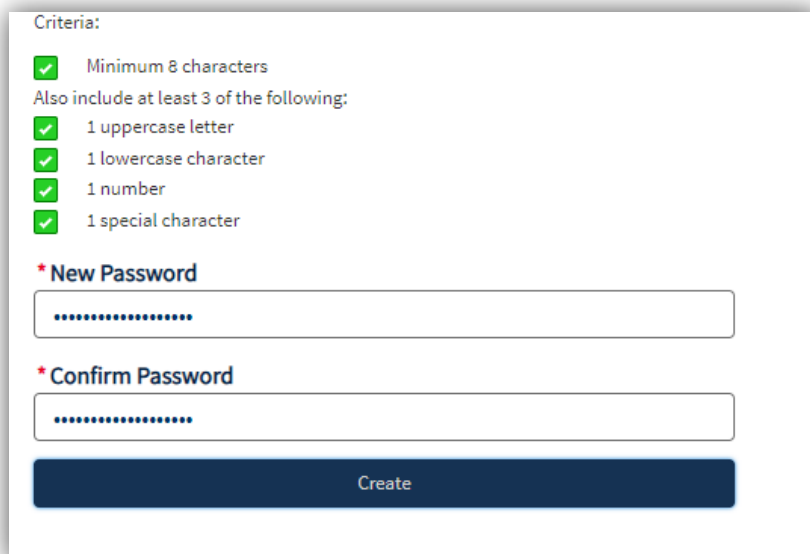
- ☒ 1 uppercase letter
- ☒ 1 lowercase character
- ☒ 1 number
- ☒ 1 special character

* New Password

.....

* Confirm Password

Re-enter the password in the “Confirm Password” field and click the “Create” button.



Criteria:

- ☒ Minimum 8 characters

Also include at least 3 of the following:

- ☒ 1 uppercase letter
- ☒ 1 lowercase character
- ☒ 1 number
- ☒ 1 special character

* New Password

.....

* Confirm Password

.....

Create

A notice will briefly appear at the top of the page indicating that the registration was successful, and the system will open the Portal homepage.

The system will send an email from noreply@salesforce.com confirming the registration.

Hi User,

You have successfully registered for an account within the California Public Utilities Commission (CPUC) Broadband Grant Portal.

Username: [Name@organization.com](#)

Log in [here](#) to access your account.

For assistance with the CPUC Broadband Grant Portal, general information, and support materials go to the [Broadband Implementation](#) website. You may also contact the CPUC via email at StatewideBroadband@cpuc.ca.gov.

Thank you,
The Broadband Grant Portal Team

NAVIGATION

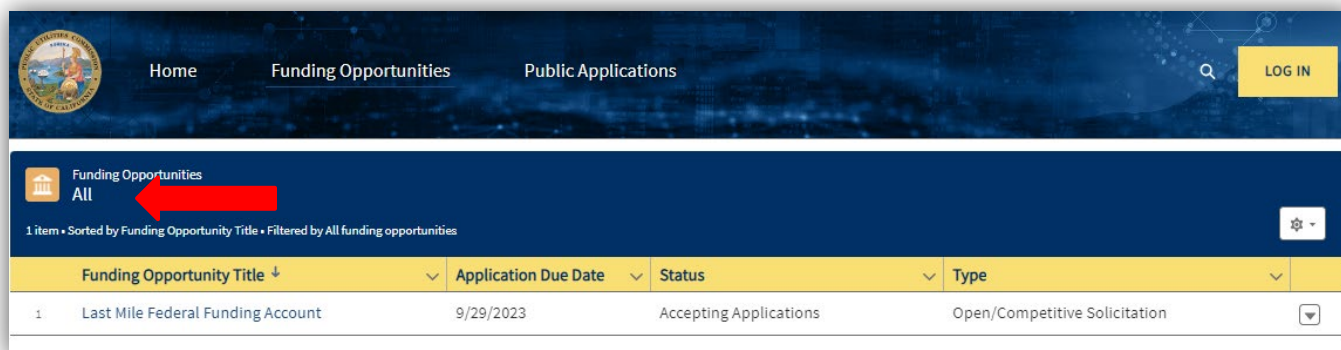
On the homepage, there are links to the various sections within the Portal at the top of the page. These links will assist with navigating through the Portal. The “My Applications” section only appears once logged in.



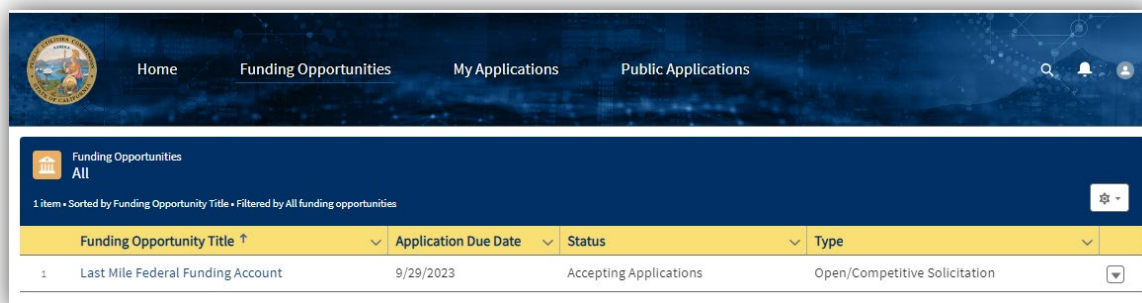
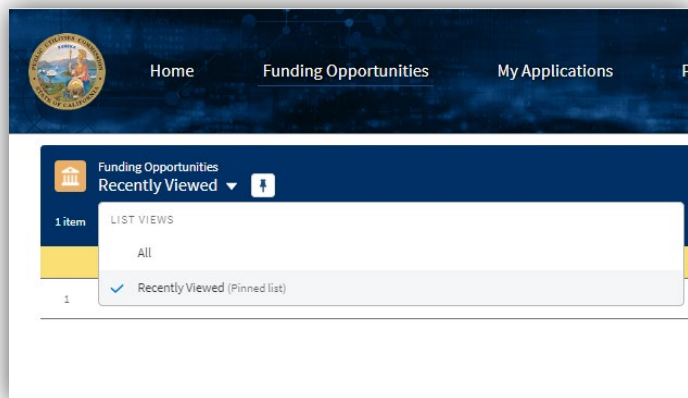
Funding Opportunities

For a list of available funding opportunities click Funding Opportunities at the top of the page. The Last Mile Federal Funding Account is currently the only option available under Funding Opportunities.

Before the User is logged in, this page displays “All” funding opportunities.



Once a User logs in, the system will default to display “Recently Viewed” Funding Opportunities. When accessing this page for the first time, click on “Recently Viewed” and select "All" from the drop-down menu to view all funding opportunities.



Selecting a specific Funding Opportunity will open a page with more information on the related program.

Funding Opportunity
Last Mile Federal Funding Account

[Start Application](#)

Status	Requested Funding Available	Application Due Date	Type
Accepting Applications	\$2,000,000,000.00	9/29/2023	Open/Competitive Solicitation

Information

Description

Description

In 2021, California Governor Gavin Newsom signed historic broadband legislation, Senate Bill (SB) 156 (Chapter 112, Statutes of 2021), to help bridge the digital divide and provide reliable and affordable internet access to all Californians. SB 156 was enacted to expand the state's broadband fiber infrastructure and increase internet connectivity for families and businesses. In accordance with SB 156, the California Public Utilities Commission established the Federal Funding Account with funding from the federal American Rescue Plan Act. SB 156 provides for \$2 billion in grants for last mile broadband infrastructure projects to connect unserved and underserved Californians to high-speed broadband services.

There will only be one award for each proposed project area. The Last Mile Federal Funding Account website has several tools available to assist applicants develop their project areas and complete their applications:

- Applicant Checklist – provides an overview of fields required in the grant portal and required documentation.
- Scoring Rubric – provides an overview of how the Commission will evaluate eligible project applications based on specified criteria.
- Public Map – shows eligible unserved locations for the Federal Funding Account. The public map may be used by applicants to plan last mile broadband project proposals.
- Applicant Tool – applicants will be able to select proposed project areas for their grant application.
- Administrative Manual – provides details of the application process and required documentation.

Applicants should review Decision 22-04-055, [Appendix A: Federal Funding Account Rules and Guidelines](#) and the Administrative Manual for details about the documents you will need to complete an application. To begin the application process, click on the “Start Application” button above.

For additional information on how to apply for Federal Funding Account grants, please visit the [Federal Funding Account Application Resources](#) page.

From this page, applicants can:

- Begin an application using the “Start Application” button in the top right corner of the page

Funding Opportunity
Last Mile Federal Funding Account

[Start Application](#)

Status	Requested Funding Available	Application Due Date	Type
Accepting Applications	\$2,000,000,000.00	9/29/2023	Open/Competitive Solicitation

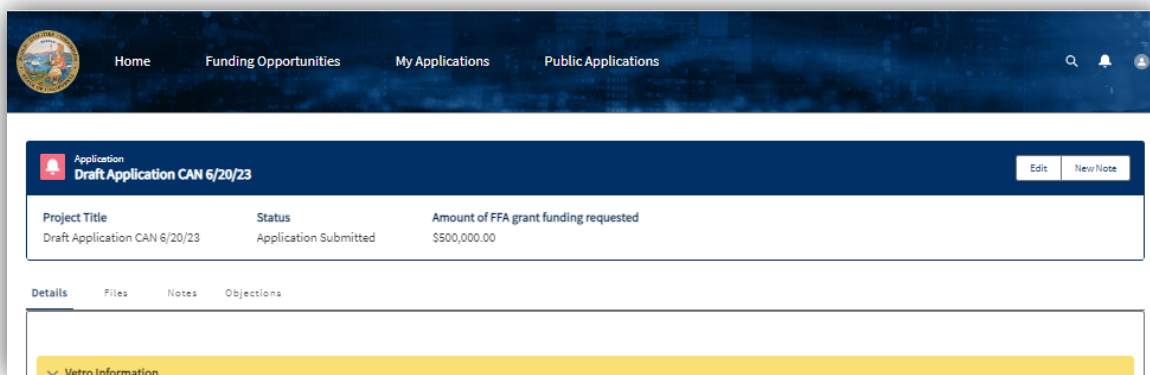
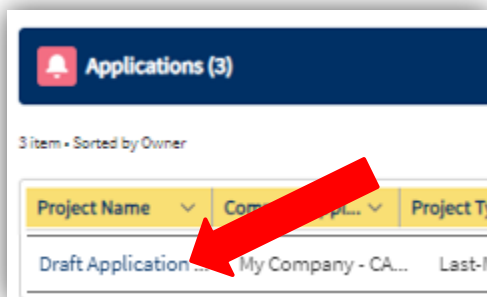
- View a list of the applications created using the entity's log in credentials for the selected Funding Opportunity at the bottom of the page

Applications (3)

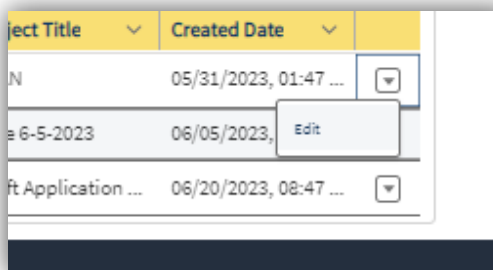
3 Item • Sorted by Owner

Project Name	Company Appl...	Project Type	Contact Person	Status	Contact Email	Total Costs	Project Title	Created Date

- View a specific application by clicking on the Project Name of the application



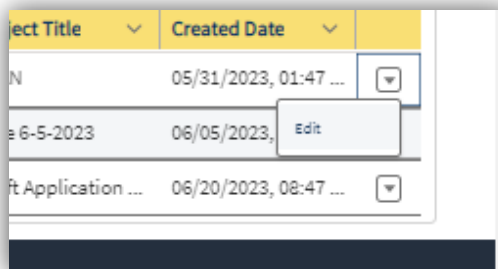
- Select an application for editing



My Applications

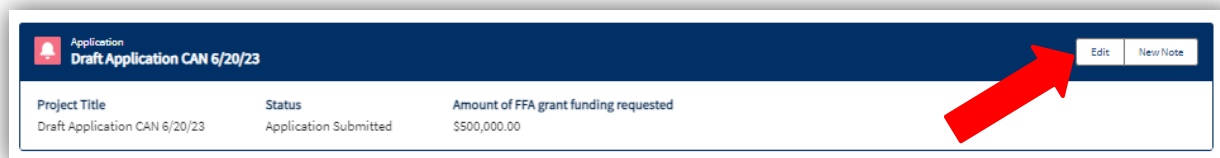
The “My Applications” link is only available after logging into the Portal. This page displays a list of all applications that have been created using the entity’s log in credentials. This list includes applications that are in progress in addition to those that have already been submitted.

There is a dropdown arrow to the right of each application that will display the link to edit the application.



Clicking on an application Project Name will open a review page, which shows all the information entered for the application.

In the top right corner of the page there is an “Edit” button. If an application is still a draft (“Application In Progress” status), clicking the “Edit” button will open the application for editing. If an application has been submitted, CPUC Staff must be contacted to reopen the application for editing.



There are four tabs on each application review page:



- 1. **Details** – All the steps of the application will be displayed here, including links to any files that have been uploaded and data pulled in from the Applicant Tool.

DetailsFilesNotesObjections

> Applicant Tool Information

> Basic Information

> Applicant Entity Information

> Description of the Applicant's Current Broadband Infrastructure and Existing Infrastructure in the Area

> Project Location Data

> Median Income

> Project Eligibility

> Deployment Schedule

> Proposed Project Expenditures

> Letter of Credit Requirement

> Pricing Commitment

> Marketing/Outreach Plan

Proposed broadband project plan

▼ Applicant Entity Information

Certificate of Good Standing issued by the Secretary of State

[Applicant Entity Information: Certificate of Good Standing issued by the Secretary of State-Testing.docx](#)

DetailsFilesNotesObjections

▼ Applicant Tool Information

Plan ID

93

Total Locations

454

Unserved Total Network Investment

\$1,485,013.79

Served Locations

273

Served Total Network Investment

\$1,587,813.88

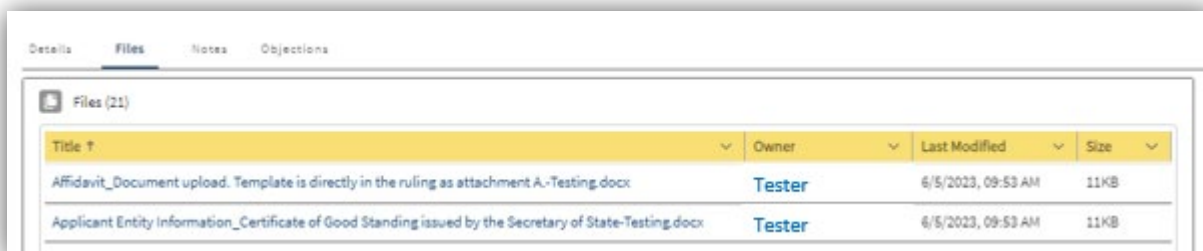
Mass Market Unserved Locations

181

CALIFORNIA PUBLIC UTILITIES COMMISSION

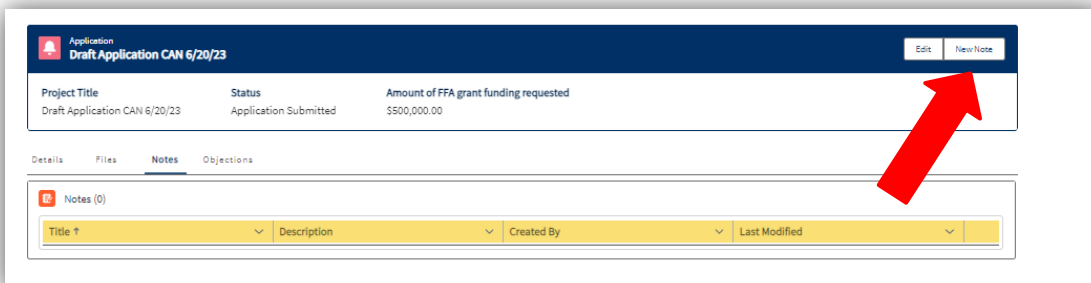
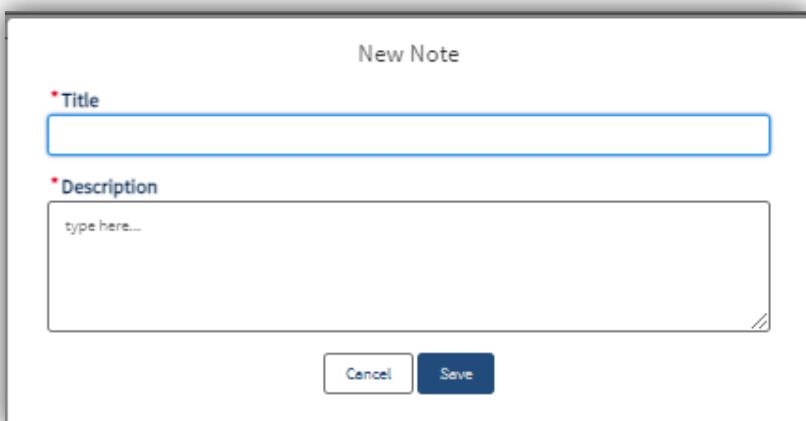
12

2. **Files** – This page displays files that have been uploaded during the application process.



Title ↑	Owner	Last Modified	Size
Affidavit_Document upload. Template is directly in the ruling as attachment A-Testing.docx	Tester	6/5/2023, 09:53 AM	11KB
Applicant Entity Information_Certificate of Good Standing issued by the Secretary of State-Testing.docx	Tester	6/5/2023, 09:53 AM	11KB

3. **Notes** – This tab will display any notes for the selected application. To enter a new note, click on the “New Note” button in the top right-hand corner of the page. Any notes entered will be available for review by CPUC Staff and will be tied to the selected application. CPUC Staff can also use this function for communication (in addition to sending an email sent to the user/applicant). New notes cannot be entered once the application has been submitted. Application information must be entered into the appropriate field rather than the notes.

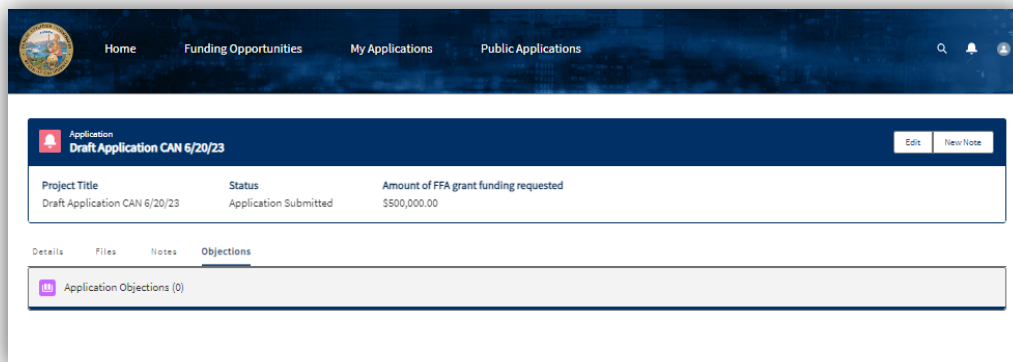



New Note

***Title**

***Description**

4. **Objections** – Any objections filed to an application and responses to objections will be displayed here.



Public Applications

This link opens a public page that displays a basic summary of all applications that have been submitted.

During each application window, submitted applications will be posted in batches once a month. A notification of the posting will be distributed to the CASF distribution list.

Objections to applications may be submitted within 14 days of the applications being posted. Users logged in as either an Objector or an Applicant can submit objections. A “Submit Objection” button will display for applications within the 14-day objection period.

Objections and responses to objections will also be sent to the CASF distribution list.

APPLICATION

Preparing an Application

Before starting an application, it is highly encouraged to complete the [Application Checklist](#). The checklist contains all the information needed for the application, including what documents will be needed for upload, and what templates should be filled out. The templates can be downloaded from the Portal. For additional information about the files that will need to be uploaded in an application, go to the “Files Needed for the Last Mile Application” section on pp. 30-32 of this guide.

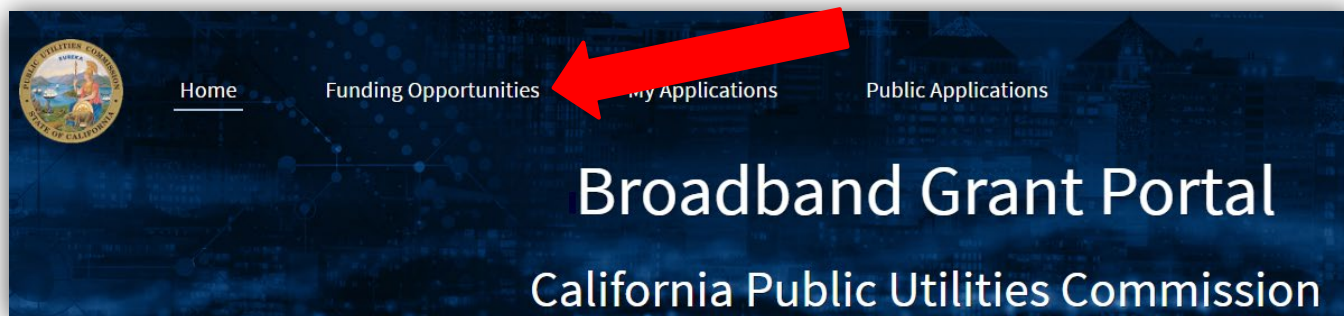
Applicants may use the Federal Funding Account [Applicant Tool](#) to design projects and create their Plan IDs. The Applicants may use the Applicant Tool to plan project areas by census block, using a variety of information available for California. A Plan ID is required to submit an application and applicants are encouraged to create a Plan ID before starting an application within the Broadband Grant Portal. To access the Applicant Tool, applicants must first [register](#) for an account, fill out the web form, and then sign an End User License Agreement (EULA) and terms and conditions. (Please note that this is a separate registration process from the Broadband Grant Portal.) Once the EULA is signed, it may take up to 3 business days for the account to be confirmed.

For more information related to the Applicant Tool, please refer to the [Applicant Tool Fact Sheet](#).

Applicants may also view unserved locations and other geographic information through the [Federal Funding Account Public Map](#) prior to obtaining access to the Applicant Tool.

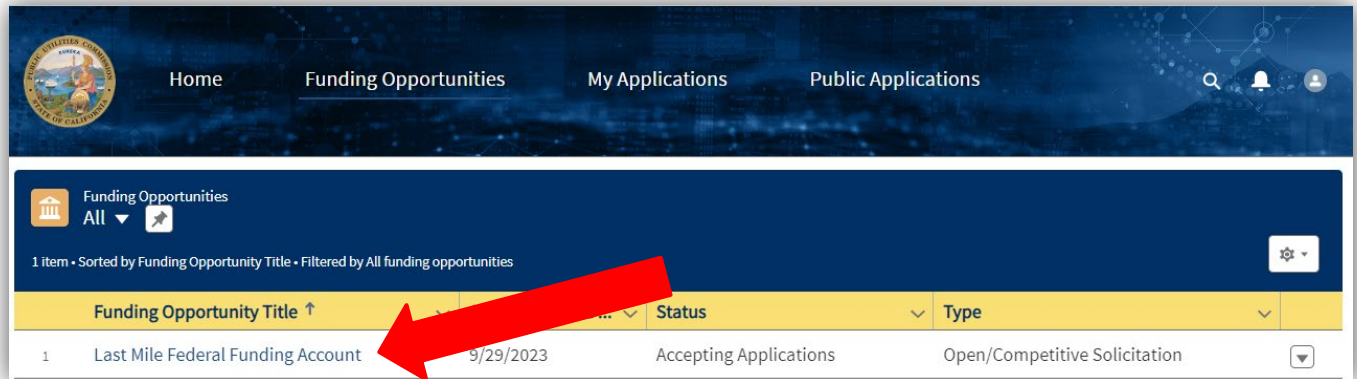
Starting an Application

To create an application, click on the “Funding Opportunities” link.

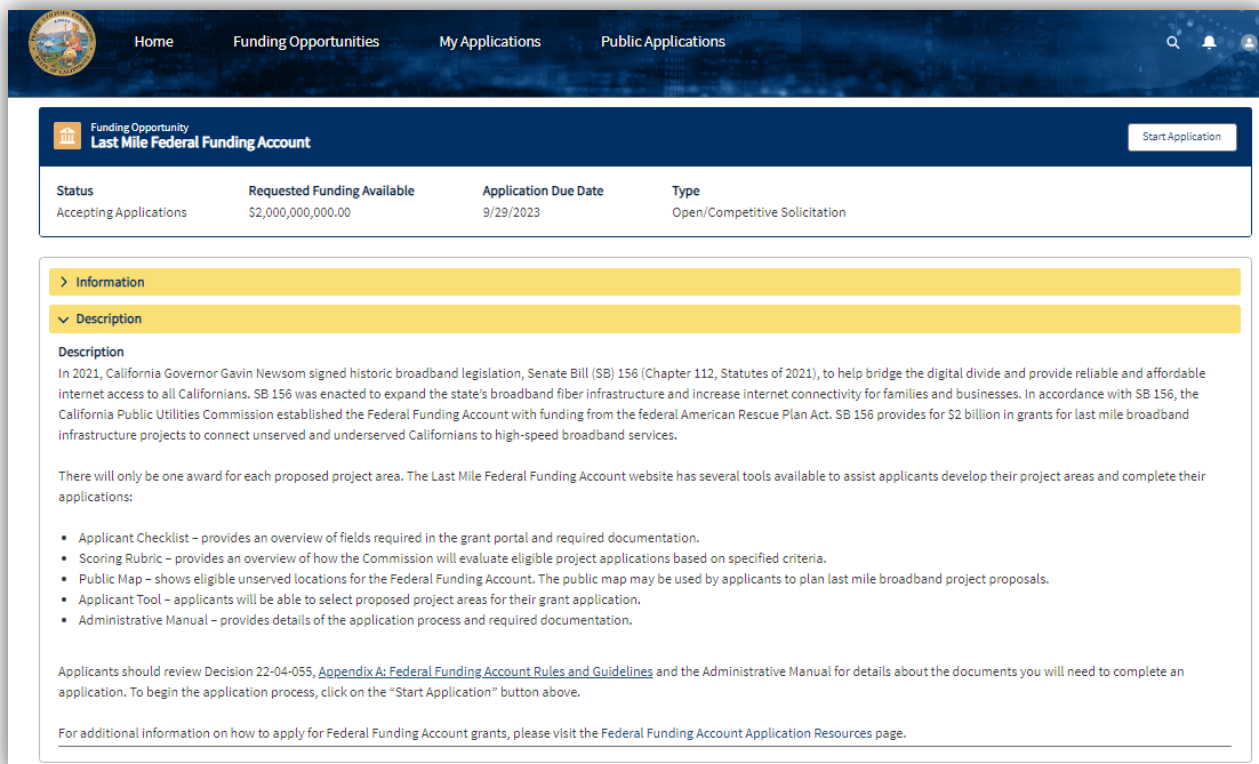


The Funding Opportunities page will display a list of available opportunities.

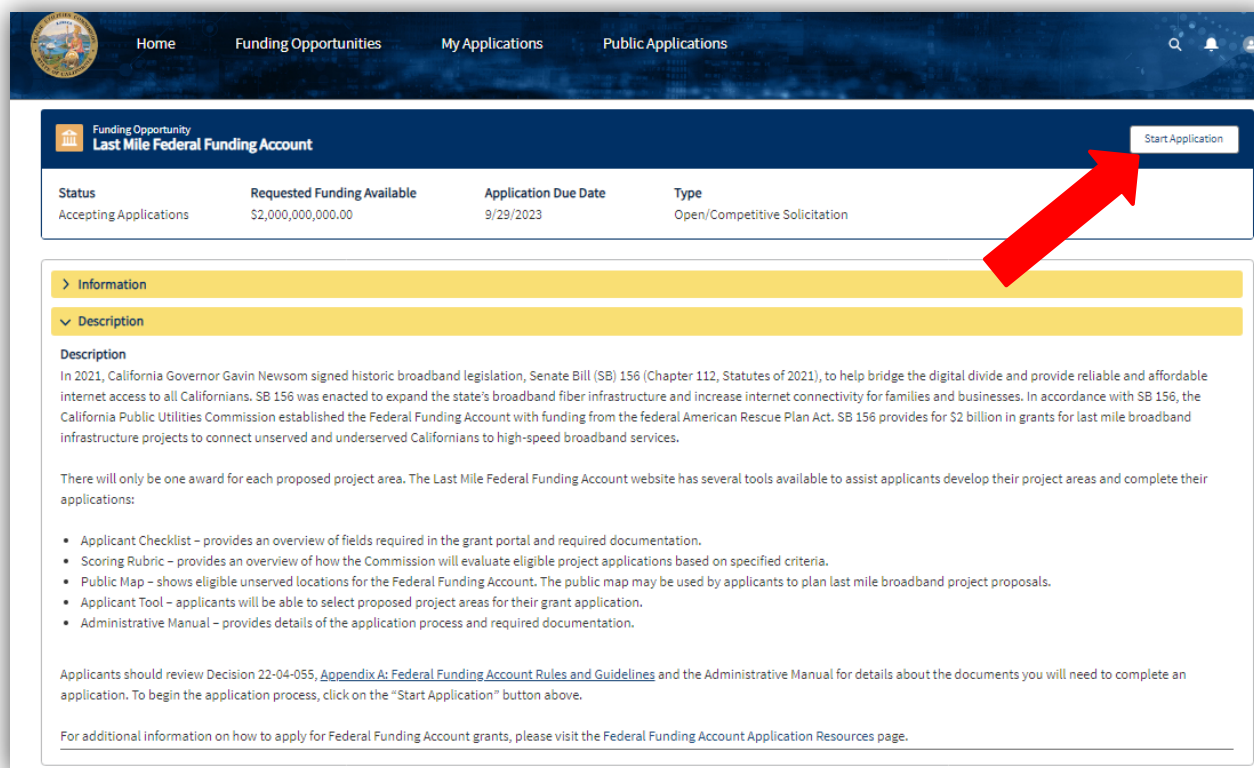
Click on the program for which the applicant would like to apply, for example, the “Last Mile Federal Funding Account.”



Basic information and a description for the Federal Funding Account will be displayed.



Click on the “Start Application” button on the top right-hand side to get started. All the required fields on the subsequent pages must be completed before submitting the application.



The screenshot displays the 'Last Mile Federal Funding Account' page. At the top, there is a navigation bar with links: Home, Funding Opportunities, My Applications, and Public Applications. Below this, a header section for the 'Funding Opportunity Last Mile Federal Funding Account' includes a 'Start Application' button. A red arrow points to this button. Below the header, a table provides key details:

Status	Requested Funding Available	Application Due Date	Type
Accepting Applications	\$2,000,000,000.00	9/29/2023	Open/Competitive Solicitation

Below the table, there are two expandable sections: 'Information' and 'Description'. The 'Description' section is expanded, showing the following text:

Description
In 2021, California Governor Gavin Newsom signed historic broadband legislation, Senate Bill (SB) 156 (Chapter 112, Statutes of 2021), to help bridge the digital divide and provide reliable and affordable internet access to all Californians. SB 156 was enacted to expand the state's broadband fiber infrastructure and increase internet connectivity for families and businesses. In accordance with SB 156, the California Public Utilities Commission established the Federal Funding Account with funding from the federal American Rescue Plan Act. SB 156 provides for \$2 billion in grants for last mile broadband infrastructure projects to connect unserved and underserved Californians to high-speed broadband services.

There will only be one award for each proposed project area. The Last Mile Federal Funding Account website has several tools available to assist applicants develop their project areas and complete their applications:

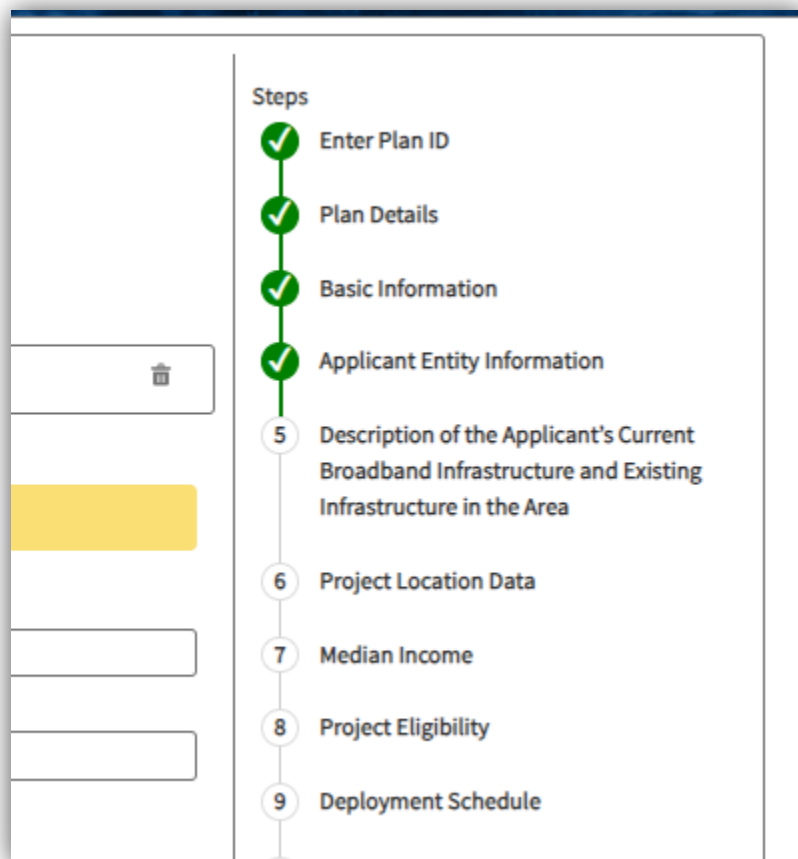
- Applicant Checklist – provides an overview of fields required in the grant portal and required documentation.
- Scoring Rubric – provides an overview of how the Commission will evaluate eligible project applications based on specified criteria.
- Public Map – shows eligible unserved locations for the Federal Funding Account. The public map may be used by applicants to plan last mile broadband project proposals.
- Applicant Tool – applicants will be able to select proposed project areas for their grant application.
- Administrative Manual – provides details of the application process and required documentation.

Applicants should review Decision 22-04-055, [Appendix A: Federal Funding Account Rules and Guidelines](#) and the Administrative Manual for details about the documents you will need to complete an application. To begin the application process, click on the “Start Application” button above.

For additional information on how to apply for Federal Funding Account grants, please visit the [Federal Funding Account Application Resources](#) page.

Entering Information

After selecting the “Start Application” button, the sequence of application steps will be displayed on the right-hand side of the page so users can track the progress of their application. Applicants may complete the steps in any order. Once a step is completed, the navigation will show a green check next to that step.



- All fields marked with a red asterisk (*) are required.
- Any numeric field (such as “Number of...” or “Total...Cost”) will not accept alphabetic characters.

Navigation options appear at the bottom of the page throughout the application – the “Save for Later” option will save the information entered so the applicant can continue with the application later. The “Previous” or “Next” options move forward or back to a previous step. Each time the “Next” option is selected on any given page, all completed information will be saved automatically by the system.

Fields requiring text information will automatically expand downward as text is inserted.

Description of the Applicant's Current Broadband Infrastructure and Existing Infrastructure in the Area

The applicant must provide:

*** A description of the applicant's current broadband infrastructure and service within five miles of the proposed project**

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Nothing in the area

*** A description of other providers' infrastructure within the project area which can be leased, purchased or accessed via interconnection, including the statewide Middle Mile Network**

Description of the Applicant's Current Broadband Infrastructure and Existing Infrastructure in the Area

The applicant must provide:

- * A description of the applicant's current broadband infrastructure and service within five miles of the project area.

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Description

Current

Broadband

Infrastructure

Service

Five Miles

- * A description of other providers' infrastructure within the project area which can be leased, purchased or

Plan Details

To create a Plan ID, applicants must first register to access the Applicant Tool. After selecting and submitting a project area in the Applicant Tool, a Plan ID will be generated. Enter this Plan ID into the Plan ID field and click “Next.”

Note: A Plan ID is required to submit an application.

Enter Plan ID

Welcome Federal Funding Account applicant!

To create a Plan ID, applicants must register to access the California Public Utilities Commission (CPUC) Federal Funding Account Applicant Tool. The applicant tool enables applicants to develop and submit project areas. Go to the CPUC website and fill out the online webform. Once your registration has been accepted, you will be sent an email to reset your password.

Please visit the CPUC's [Application Resources webpage](#) for more information on how to apply for Federal Funding Account grants.

Follow the instructions in the applicant tool to develop your project areas. Once you create your project area with the applicant tool, your Plan ID will be displayed. Write down your Plan ID and enter it in the field below.

* Plan ID

[Save for Later](#) [Next](#)

Steps

- 1 Enter Plan ID
- 2 Plan Details
- 3 Basic Information
- 4 Applicant Entity Information
- 5 Description of the Applicant's Current Broadband Infrastructure and Existing Infrastructure in the Area
- 6 Project Location Data
- 7 Median Income
- 8 Project Eligibility
- 9 Deployment Schedule
- 10 Proposed Project Expenditures
- 11 Letter of Credit Requirement
- 12 Pricing Commitment
- 13 Marketing/Outreach Plan
- 14 Government and Community Support
- 15 Funding Sources
- 16 Financial Qualifications

Plan Details displays the data corresponding to the Plan ID generated by the Applicant Tool.

If the project area changes before the application is submitted, a new Plan ID may be entered, and the correct information will be pulled in once the new ID is submitted.

Plan Details

Get Updated Applicant Tool Details

Served locations	Total Locations
273	454
Served Total Network Investment	Unserved Total Network Investment
\$1,587,813.86	\$1,465,013.79
Mass Market Unserved Locations	Total Network Investment
181.00	\$3,052,827.63
Est NPV EBITDA	Est NPV Cont Margin
-\$985,087.98	-\$3,392,717.17
Est Cumulative EBITDA	Est Cumulative Cont Margin
-\$1,312,437.41	-\$4,981,849.78
Est Cumulative Revenue	Housing Units
\$3,453,406.41	447.00
Households	Population
378.00	1,268.00
Est. Subsidy Need	Feature Class Code Count
\$1,021,818.94	3.00
CalEnviroScreen Score	Socioeconomic Vulnerability Index
46.80	61.47
County	High Cost Investment
Riverside	5.00
Disadvantaged Community Category	No Housing Units
CalEnviroScreen 4.0 Top 25%	4.00
Within Tribal Area	Census Blocks
29.00	33.00

Save for Later

Previous
Next

Steps

- Enter Plan ID
- Plan Details
- Basic Information
- Applicant Entity Information
- Description of the Applicant's Current Broadband Infrastructure and Existing Infrastructure in the Area
- Project Location Data
- Median Income
- Project Eligibility
- Deployment Schedule
- Proposed Project Expenditures
- Letter of Credit Requirement
- Pricing Commitment
- Marketing/Outreach Plan
- Government and Community Support
- Funding Sources
- Financial Qualifications
- Project Viability
- Providing Voice Service
- CEQA
- Affidavit
- Request for Confidentiality of Information
- Review Application

Uploading Files

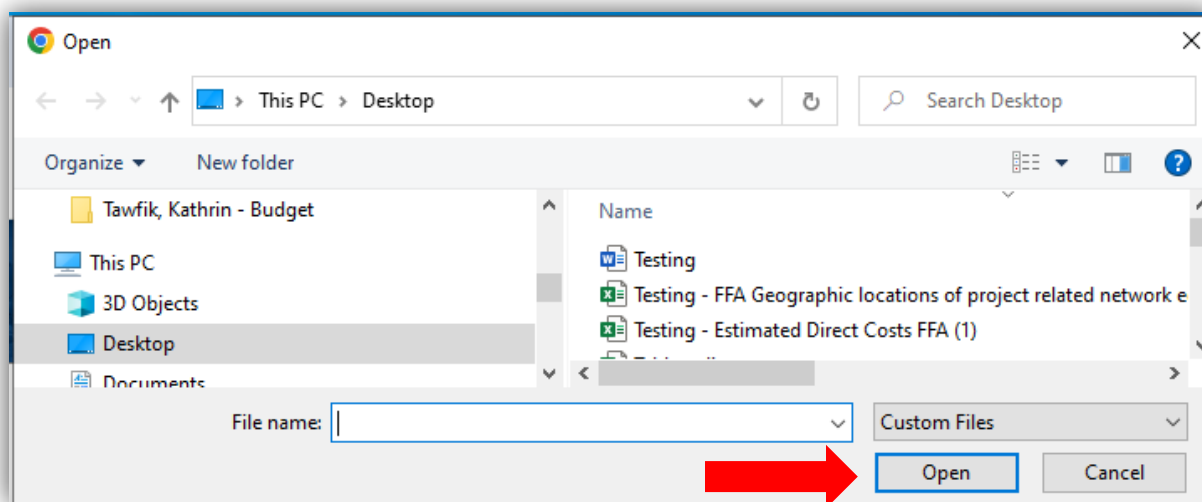
Some fields are designed to upload files.

- Files can be uploaded by either clicking on the “Upload Files” button or dragging and dropping files into the field.
- Uploads can be Word/Excel documents, pdfs, images, or shapefiles.

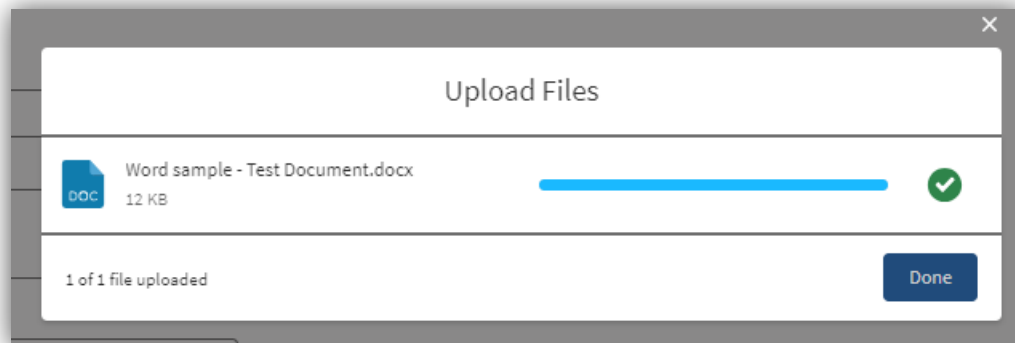


The screenshot shows a web form titled "Applicant Entity Information". Below the title is a section labeled "Certificate of Good Standing issued by the Secretary of State" with a help icon. Inside this section is a dashed box containing an "Upload Files" button and the text "Or drop files". A large red arrow points from the right towards the "Upload Files" button. Below this section is a yellow bar labeled "Key Contact Information" with a dropdown arrow.

When using the “Upload Files” function, click on the “Upload Files” button, select the appropriate, and click “Open.”



The Upload Files popup shows the progress of the upload. When the upload is complete, the “Done” button will turn from grey to blue. Click “Done” to attach the file and return to the application.



Repeat the process to attach additional files.

The names of the uploaded files will automatically be renamed to reflect the name of the step and field within the application.

The “Delete” icon on the right can be used to remove any uploaded files.



Templates

For application fields requiring templates, click on the link to download the template, fill in the information, and upload the file.

Project Location Data

The applicant must provide the following:

Click [here](#) to download the FFA Geographic location of all households and housing units in the project area spreadsheet template

*** The geographic location of all households and housing units** ⓘ

Upload Files

Or drop files

Project Location Data_The geographic location of all households and housing units (Shapefile or .kml)-COMM Org Chart SB 717 - CURRENT.pdf

Click [here](#) to download the FFA Geographic locations of project related network equipment template

*** The geographic location of the project related key network equipment served by proposed project** ⓘ

Upload Files

Or drop files

Project Location Data_The geographic location of the project related key network equipment served by proposed project-COMM Org Chart SB 717 - CURRENT.pdf

*** The specific geographic boundary of the project area within which all project locations will fall (Shapefile/.kml file)**

Upload Files

Or drop files

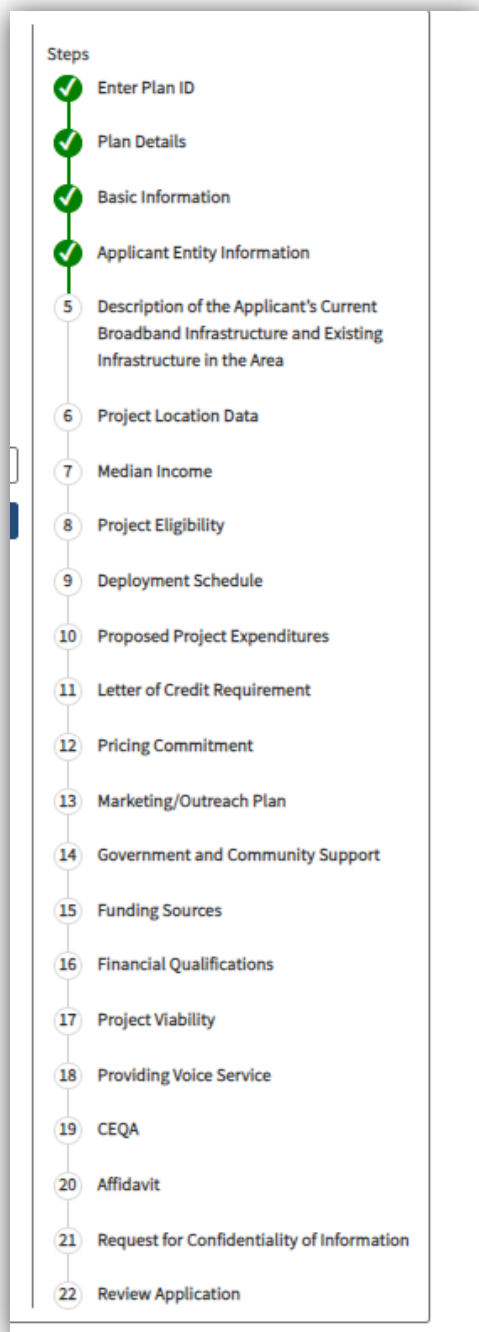
Save for Later

PreviousNext

Templates can also be found on the [Federal Funding Account Application Resources](#) webpage.

Complete All Application Steps

Fill in the required information, as well as any applicable optional information, in all the steps of the application.



Review Application

The Review Application page allows the user to review all the information entered as part of the application. From this page, a user can click “Previous” to go back to previous steps, click on a step in the “Steps” panel on the right to go directly to that step, or click “Submit” to submit the application to the CPUC.

Review Application

Applicant Tool Information

Plan ID

93

Served Locations

273

Total Locations

454

Served Total Network Investment

\$1,567,813.68

Unserved Total Network Investment

\$1,485,013.79

Mass Market Unserved Locations

161

Total Network Investment

\$3,052,827.47

Est NPV EBITDA

-\$965,087.98

Est NPV Cont Margin

-\$3,392,717.17

Est Cumulative Cont Margin

-\$4,901,649.76

Housing Units

447

Est Cumulative EBITDA

-\$1,312,437.41

Population

1,208

Est Cumulative Revenue

\$3,493,408.41

Feature Class Code Count

3

Households

378

Socioeconomic Vulnerability Index

81.47

Est. Subsidy Need

\$1,021,818.94

High Cost Investment

3

County

Riverside

No Housing Units

4

Disadvantaged Community Category

CalEnviroScreen 4.0 Top 25%

Census Blocks

33

Within Tribal Area

29

Basic Information

Company/Applicant's Name

GR1 Star Wars

CPCN/U-Number or pending CPCN application number, if applicable.

1234

Contact Person

Greg Rubenstein

Contact Email

gregory.rubenstein@cpuc.ca.gov

Contact Job Title

President

Project Title

GR1 Star Wars Draft Application

Project Location

County/Countries

California

Community/Communities

Berkeley

Project Type

Last Mile

Amount of FFA grant funding requested

\$5,000,000.00

Total Project Cost

\$5,000,000.00

Median Household Income of the project area

\$58,137.00

Steps

Enter Plan ID

Plan Details

Basic Information

Applicant Entity Information

Description of the Applicant's Current Broadband Infrastructure and Existing Infrastructure in the Area

Project Location Data

Median Income

Project Eligibility

Deployment Schedule

Proposed Project Expenditures

Letter of Credit Requirement

Pricing Commitment

Marketing/Outreach Plan

Government and Community Support

Funding Sources

Financial Qualifications

Project Viability

Providing Voice Service

CEQA

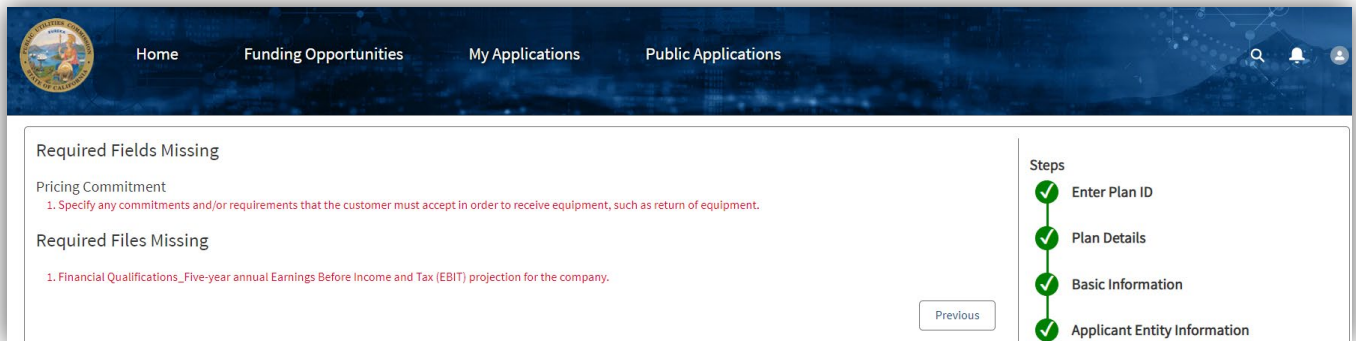
Affidavit

Request for Confidentiality of Information

22 Review Application

SUBMIT AN APPLICATION

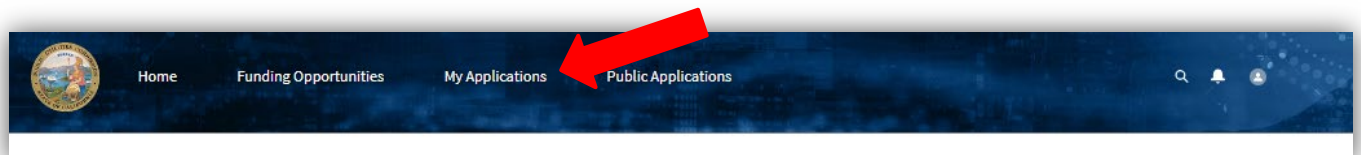
If the application is missing any required fields, a “Required Fields Missing” page will open displaying a list of all the missing information, split between text fields and file uploads. Click on the steps in the navigation page on the right side of the screen to jump backwards in the application to complete the missing information.



If all required information has been submitted, a message will appear indicating that the submission has been successful.

CPUC Staff will automatically be notified by the system once an application is successfully submitted and the review process will begin.


Submitted and in-progress applications can be viewed by clicking on the “My Applications” link at the top of the page.



Once an application has been submitted, it cannot be edited. If edits are needed, email CPUC Staff at StatewideBroadband@cpuc.ca.gov with a request to edit the submitted application. CPUC Staff can re-opened an application for editing.

OTHER USEFUL INFORMATION

Miscellaneous Application Details

- Any step of an application can be selected on the right-hand side of the screen to skip forward or backward to that step.
- The maximum character count allowed for narrative fields is 2,500.
- For upload fields, multiple files may be uploaded for a single field.
- The file types allowed by the system are: Word, Excel, pdf, png, jpg, and any shapefile.
- A red asterisk next to a field means that field is mandatory. The “Next” button at the bottom of the page will not open the next step without completing all mandatory fields on the current page. To jump to subsequent steps without completing all required fields in the current step, click on the subsequent step in the navigation page. A green check will not appear next to the incomplete step.
- To jump to any step of the application, click on the desired step on the navigation page on the right side of the screen. When each step is completed, there will be a green check mark next to the step in the navigation page.
- If the “Submit” button is selected for an application without any of the mandatory fields completed, a notification will appear listing the mandatory field(s) that have not been completed and the application will not be submitted.
- Next to some fields, there is a small “i” icon within a grey circle. Hovering over this  icon will provide help text to assist with completing the corresponding field.
- If a field is greyed out with an inability to edit, this means that the information is being pulled from the Applicant Tool and may not be edited manually by the Applicant.

Editing an Application Post Submission

Once an application is submitted, any further edits must be done with the approval of the CPUC. To request a post-submission edit, send an email to StatewideBroadband@cpuc.ca.gov with an explanation of the change(s), and if accepted a CPUC Staff member will open the application for editing and re-submission.

CPUC Correspondence

Any correspondence from the CPUC regarding the application will be sent to the email address listed in the “Key Contact” category of the “Applicant Entity Information” step of the application.

For any questions/concerns on the Federal Funding Account, please reach out via email to StatewideBroadband@cpuc.ca.gov throughout the process.

Stay informed with the latest updates and resources by visiting the [Federal Funding Account Application Resources](#) webpage.

Deleting Applications

Once created, an application (whether submitted or draft) cannot be deleted by the Applicant. To delete any drafts or applications, please send an email request to StatewideBroadband@cpuc.ca.gov.

Application Timeline

The Federal Funding Account will begin accepting applications on June 30, 2023. **The application window will close on September 29, 2023, at 4:00p.m.** All applications submitted through September 29, 2023, will be considered to be part of the same group of applications and will be reviewed simultaneously.

Once an application is submitted, it will be posted publicly at the start of the next month, along with any other applications submitted that month.

There will be a 14-day period in which individuals or organizations may submit objections to applications after they are publicly posted.

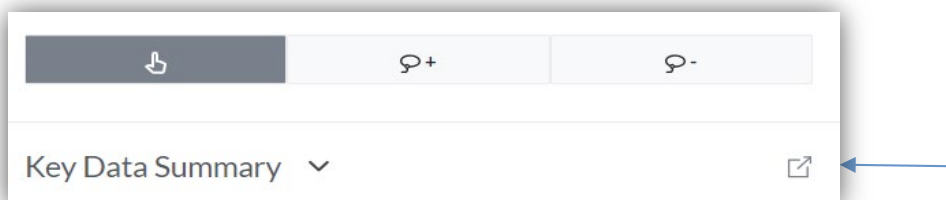
If an objection is submitted on an application, there will be a 14-day period from the time of the objection in which the applicant may respond to the objection to their application on the Broadband Grant Portal.

The CPUC may take up to six months to review and determine whether an application is successful. Each application will go through either ministerial review (if it meets certain criteria) or the Commission Resolution process. The criteria for ministerial review can be found in [Decision 22-04-55, Appendix A](#), page A-23.

When a decision is made to approve or deny an application, the applicant will be notified via email. If approved, the applicant will be sent a Consent Form in order to confirm the Award.

Files Needed for a Last Mile Application

- **Certificate of Good Standing issued by the Secretary of State (if applicable)**
 - Can be obtained through [bizfile Online](#)
- **Key Company Officers** (Informational)
- **The [FFA Geographic location of all households and housing units in the project area spreadsheet template](#)**
 -
 - If committing to serving all unserved locations within a project area, a shapefile of the project area is acceptable for this field. It is encouraged to fill out the template however, as the first quarterly report of the project will require exact location identification.
- **The [FFA Geographic locations of project related network equipment template](#)**
- **The specific geographic boundary of the project area within which all project locations will fall (Shapefile/.kml file)**
- **Median household income for each Census Block Group (CBG) that intersects the project area**
 - Median income by census block is acceptable and can be found in the Applicant Tool by selecting the “Open Census Block Level Data” feature. This information may be copied to an Excel file and submitted.



- **OPTIONAL: If making a case that specific locations should be considered served or unserved, supporting evidence may be uploaded.**
 - Points may be awarded for projects that commit to serving all unserved locations within the selected project area in the Applicant Tool.
- **Schedule for all Permit Approvals and Project Construction**
 - This field includes both a schedule for Permit Approvals and Project Construction. These can be uploaded in a single file or separately.

- [Estimated Direct Costs FFA Template](#)
 - The template includes a section for Economic Life of All Assets to be Funded, which is a required part of the application.
 - Any funding requested for Middle-Mile purposes should be separated from Last Mile in this template.
- [Estimated Indirect Costs FFA Template](#)
- **Letter of Credit**
 - Must be irrevocable, cover the full Federal Funding Account grant amount, and be valid throughout the entire project construction period
 - Not required for Local or Tribal Governments
- **Marketing/Outreach Plan**
- **OPTIONAL: Letter of Support or Endorsements**
- **Certified Public Accountant (CPA) Audited/Attested Financial Statements for the last three years**
 - Must include: Balance Sheet, Income Statements, Statement of Cash Flows
 - CPA Audited or Attested Financial Statements will be accepted from parent companies in lieu of financial statements from subsidiaries that have no audited or attested financial statements. If applicant has been in existence for less than three years, financial statements for as long as applicant has been in existence, e.g., one or two years, will be considered.
- **Pro Forma Financial Forecast for a five-year period, including a list of assumptions supporting the forecast**
 - Must include: Balance Sheet, Income Statements, Statement of Cash Flows
- **Five-year annual Earnings Before Income and Tax (EBIT) projection for the company.**
- **Five-year projected project business plan**
- **California Environmental Quality Act (CEQA) Attestation Uploads**
 - A detailed map of the project area, including geography, terrain, arterial transportation, urban and suburban development, and the existing and proposed infrastructure for the project
 - Photos of the Key Observation Points for the project and a preliminary design of the project
 - Any environmental studies/technical reports completed for the project

- **Affidavit**
 - An example can be found in [Decision 22-04-055, Attachment A, Federal Funding Account Program Rules and Guidelines](#).